

REQUEST FOR QUALIFICATIONS

MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)

For

**Architectural/Engineering Services
Related to a
Regional Governmental Service Center**



**REVISED
August 8, 2005**

CONTENTS

<u>Section</u>	<u>Page No.</u>
PUBLIC NOTICE	i
SCOPE OF WORK	1
SOQ REQUIREMENTS	4
SOQ EVALUATION AND SELECTION PROCESS	8
ADMINISTRATIVE REQUIREMENTS	10
APPENDIX A: ARIZONA ADMINISTRATIVE CODE R4-30-301	11
APPENDIX B: (Not Applicable)	
APPENDIX C: PROPOSER'S REGISTRATION FORM	14
APPENDIX E: PROGRESS REPORT FORMAT	16
APPENDIX F: TAXPAYER ID FORM	20

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS:

Architectural/Engineering Services Related to a Regional Governmental Service Center

The Maricopa Association of Governments (MAG) is requesting a Statement of Qualifications (SOQ) from interested parties to contract with MAG for Architectural/Engineering Services for a siting study(ies), space needs analysis, conceptual site plan and conceptual facilities budget for an approximately 200,000 square foot Regional Governmental Service Center. The siting study must include considerations of regionwide accessibility, and the ease of ingress and egress from the facility for agency members, the public, and employees. The consultant will assist MAG in determining requirements for facility size, site plan and floor plate layout, land requirements, and total project cost. The successful Respondent in this Request for Qualifications process may, at MAG's discretion, also be retained to design the planned Regional Governmental Service Center as a second phase of this project. Phase II will be the subject of a separate contract or contract amendment to be authorized at a future date by MAG. It is anticipated that Phase I will be completed in approximately three (3) to four (4) months from the date of the notice to proceed. It is also anticipated that the budget for Phase I will be in the range of \$50,000 to \$100,000.

Detailed SOQ requirements may be obtained by contacting the MAG Office at the address indicated below or may be downloaded from : <http://www.mag.maricopa.gov/rfp.cms?item=5048>. For further information, please submit questions in writing by fax to the attention of Denise McClafferty at (602) 254-6490, or by e-mail to dmcclafferty@mag.maricopa.gov.

SOQs will be accepted until 12:00 p.m. Mountain Standard Time on Friday, August 26, 2005, at the MAG offices, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003. Submittals that are received after the stated time will not be considered.

SCOPE OF WORK

Introduction

The Maricopa Association of Governments (MAG) is requesting Statement of Qualifications (SOQ) from qualified consultants for **Architectural/Engineering Services Related to a Regional Governmental Service Center**.

Background

MAG is requesting an SOQ from interested parties to contract with MAG for Architectural/Engineering Services for a siting study(ies), space needs analysis, conceptual site plan and floor plan, and conceptual facilities budget for an approximately 200,000 square foot Regional Governmental Service Center. The exact location has not yet been finalized. The siting study must include considerations of regionwide accessibility, and the ease of ingress and egress from the facility for agency members, the public and employees. The consultant will assist MAG in determining requirements for facility size, site plan and floor plate layout, land requirements, and total project cost. The successful Respondent in this Request for Qualification process may, at MAG's discretion, also be retained to design the planned Regional Governmental Service Center. The design will be the subject of a separate contract or contract amendment to be authorized at a future date by MAG.

Local governments participate in four regional agencies that currently reside in separate locations throughout the Valley. The purpose of this project is to provide a central location that is convenient for elected officials, agency employees and the public. This facility should provide appropriate security, optimal meeting room space and adequate parking. Tentatively, this facility will include the Maricopa Association of Governments (MAG), the Regional Public Transportation Authority (RPTA), Valley Metro Rail (VMR), and the Arizona Municipal Water Users Association (AMWUA).

MAG proposes to retain a highly qualified architectural/engineering firm to provide the services described herein. Those who participate in this RFQ process will be referred to as "Respondents." The successful firm will be referred to, in the RFQ, as MAG's "Architect." The Architect and its subconsultants shall be referred to collectively as the "Team." Architectural firms and team members with significant experience in programming and designing projects with similar characteristics will be given prime consideration for this project.

Phase I

Programming and Planning. The architectural/engineering team will provide all programming services necessary to (1) prepare and complete a preliminary space program for multiple agencies that tentatively include MAG, RPTA, VMR and AMWUA, (2) determine the size of building, including the amount of parking, the total cost of project and land requirements, (3) provide site surveys, (4) recommend an implementation plan, which will include prioritized sites and method of construction techniques and (5) recommend other compatible, potential partners that may be appropriate to occupy the building who are

affiliated with local government in Maricopa County and eligible for tax-exempt status. Potential project locations will be analyzed and recommendations will be made by the selected consultant through a study of suitable, available land parcels; relative costs; operational imperatives; zoning and land-use issues; impacts to existing and proposed developments; and other criteria as determined prior to the study.

Anticipated Elements to be Considered

1. Administrative offices for a governmental facility that will house multiple agencies.
2. Public meeting space/facilities.
3. Security – Due to the large number of public meetings and elected officials attending these meetings; security considerations may necessitate separate parking and building access for public officials.
4. Employee/visitor parking, which may be segregated.
5. Building Support Services.
6. Other possible compatible components (i.e. retail and other agencies).
7. The consultant selected as a result of the RFQ may also be asked to perform tasks related to Phase II at the option of MAG.
8. Other additional items as necessary.

The final site and master plan elements will be derived from staff input, public meetings and direction received from MAG and its board of directors.

Project Name: Regional Governmental Service Center
Existing Location: 302 N. 1st Avenue
New Location: Not yet determined
Schedule: Programming in FY 2006; Design/Construction to be determined
Budget: Up to \$100,000 for Phase I

MAG, along with other regional agencies, intends to program and design a new office building that includes office space, meeting rooms, and parking for various regional agencies. The meeting room space will include, but not be limited to, a boardroom for each agency, meeting rooms of various sizes, and a grand ballroom.

Size and land requirements, budget, and estimated total project cost of the new facility/office building will be established under Phase I of the project.

Minimum Responsibilities

The architectural/engineering firm shall, at a minimum, undertake the following tasks, and any additional responsibilities reasonably necessary and customarily provided by an architectural/engineering firm conducting business in the region.

Summary of items to be addressed in Scope of Work

1. Plan, methodology, and timeline for researching and recommending a site for the proposed facility, including subconsultants to be utilized and a description of the

- deliverables.
2. Development of a conceptual “Site Plan” in accordance with MAG building needs based upon the recommended site(s) and information derived from meetings with and direction given by the Building Lease Working Group and certain agents for MAG.
 3. Preparation of all required PowerPoint presentations, display boards and exhibits for public and Council meetings. An estimate of construction costs by area and type of use for each department/agency in accordance with a logical phasing plan.
 4. Development of a phasing plan that contemplates potential unfinished building space, tenant improvements, and provides for construction of facility phases in accordance with funding information to be provided by MAG. This could include shell office space and evaluation of general office space to be subleased.
 5. MAG committee presentations of the site recommendations, conceptual plan, budget estimates, and phasing schemes to receive committee/group input and direction.
 6. Presentations to appropriate MAG committees (up to four different committees).
 7. A possible presentation to the appropriate City Council to solicit its approval of the master plan.
 8. Demonstrate a clear understanding of the roles, responsibilities, and interrelationships of MAG and potential partners in this project.
 9. Demonstrate the ability to maintain flexibility in completing the project without exceeding the budget.

MAG will also consider as part of the RFQ process retaining the consultant to design the building on the land site selected.

Phase II

The consultant selected as a result of the RFQ may also be asked to perform some or all of the tasks related to Phase II at the option of MAG.

Design and Construction

Architectural and engineering services will include, but are not limited to, construction drawings using CADD and, more specifically, the local design standards (City of Phoenix and MAG Uniform Standard Specifications and Details for Public Works Construction). The Consultant will progress through Schematic, Design Development and prepare construction documents for the project; bidding phase assistance; construction administration and construction management services; and post-construction services.

SOQ REQUIREMENTS

Project Cost and Schedule

The estimated time frame for Phase I is three (3) to four (4) months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed between MAG and the consultant(s). The date of the notice to proceed is anticipated to follow Committee approval.

SOQ Delivery

1. Ten (10) copies of the SOQ must be submitted by 12:00 p.m. Mountain Standard Time on Friday, August 26, 2005.

Maricopa Association of Governments
Attention: Denise McClafferty
302 North 1st Avenue, Suite 300
Phoenix, Arizona 85003

Timely receipt of SOQs will be determined by the date and time the SOQ is received at the above address. Hand delivery is therefore encouraged. No late submissions, facsimile, or electronic submissions will be accepted.

SOQs will be opened publicly and the name of each entity submitting an SOQ will be read at 12:01 p.m. on Friday, August 26, 2005 at the MAG Offices, Palo Verde Room, 302 North 1st Avenue, Suite 200 Phoenix, Arizona, 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned. After contract award, the SOQs shall be open for public inspection except to the extent that the withholding of information is permitted or required by law. If the offeror designates a portion of its SOQ as confidential, it shall isolate and identify in writing the confidential portions in accordance with Arizona Administrative Code R2-7-104; which shall be included in the SOQ. Upon receipt of your written notification, MAG will review any portions of the SOQ that the proposer considers to be confidential and then make a determination on what should be released. MAG will also notify you in writing of our determination and provide you with an opportunity to respond to our decision prior to releasing the SOQ.

2. Any questions regarding this Request for Qualifications should be submitted in writing to Denise McClafferty by fax at (602) 254-6490; or by e-mail at dmcclafferty@mag.maricopa.gov. Responses to questions submitted will be posted on the MAG Web site at <http://www.mag.maricopa.gov/rfp.cms?item=5048>. Additional information regarding MAG activities, including Committee meeting schedules, may be found on the MAG Web site www.mag.maricopa.gov.

3. A proposer's conference for the project has been scheduled for **1:30 p.m. on Thursday, August 11, 2005**, at the MAG Office, Saguaro Room, Suite 200, 302 North 1st Avenue, Phoenix, Arizona. If you wish to receive notes from the proposer's conference and a list of attendees, please contact Denise McClafferty. Potential proposers are encouraged to attend the proposer's conference.

SOQ Content

The Maricopa Association of Governments (MAG) is seeking a team of architects, engineers and planners to develop the Master Plan for an office building and site selection. The office space to be planned includes the current office needs and projected needs for 20 years. MAG will also retain the option to consider as part of this RFQ process retaining the team or part of the team to design the building on the property site selected.

The firm or firms should consist of a team of architects, engineers, and planners with expertise and extensive experience in developing office-building plans of high quality. The development of the office space on the selected site will allow the design of a cohesive, well-planned office building with parking and meeting space with a governmental character. The ideal firm will have experience in programming, planning, design, and construction of a governmental facility that may include a variety of regional organizations.

The planning team need not have a local office. However, the architect who will be involved in the design of the building should have significant experience. Knowledge of local construction practices, procedures, regulations, soil, and environmental conditions is required.

The planning consultant should have successful experience in responding to similar issues and concerns. At a minimum the response to the RFQ must contain the following:

1. Name of lead firm and other participating firms.
2. Business address.
3. Contact individual, telephone and e-mail address.
4. Type of organization (i.e. partnership, corporation).
5. General statement of qualifications.
6. History of firm and principals, including:
 - Years in business – if fewer than five years, previous experience of principals should be included.
 - Years in business under present name.
 - Experience of business principals.
7. Key personnel assigned to this project and related experience/biography.
8. An organizational chart of the firm and team.
9. Registrations, licenses, and certifications.
10. General experience and experience related to office building planning – include a list and brief description of all major projects, specifically similar projects, performed in the last five years. Include contact individuals for these projects.
11. Experience related to design of office buildings, including meeting spaces. Include a list and brief description of all major projects performed in the last five years. Include contact individuals at these projects.

12. Statement regarding the ability of the firm to provide the following:
 - Availability of key personnel for the duration of the project and the percentage of time each key staff will devote to this project.
 - Ability of the team to adjust to changing priorities and schedules.
13. If the architect proposed to perform the design of the building is not a firm with a local office, indicate the means in which it acquired experience in the Phoenix area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions. Also indicate the means by which a nonlocal architectural firm will communicate and collaborate with the Maricopa Association of Governments in the design of the building.
14. Knowledge and experience in promoting vendor participation.
15. Explain all claims and litigation involving the firm in the last 5 years.
16. Statement regarding the ability of the firm to provide the following:
 - Bank references.
 - Bonds.
 - Insurance certificates.
 - Audited financial statements.
17. Other information.
18. Statement of any potential conflicts of interest.
19. Business references.

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

The cover letter must be signed by a party authorized to bind the entity submitting the SOQ.

Each firm submitting an SOQ is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.

All firms proposing on this project will be required to include a “*Proposer’s Registration Form*” (See Appendix C) in the submitted SOQ. In addition, a “*Proposer’s Registration Form*” is required to be included for each subcontractor proposed for this project.

Each firm shall document within its SOQ any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a consultant from consideration. A potential conflict of interest includes, but is not limited to:

- a. Accepting an assignment where duty to the client would conflict with the consultant’s personal interest, or interest of another client.
All relationships with MAG and/or any employees of MAG.
- b. Performing work for a client or having an interest which conflicts with this contract.
- c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

SUBMITTALS

Sealed submittals are required. Ten (10) copies of the SOQ must be submitted to the Maricopa Association of Governments, Attention: Denise McClafferty, 302 N. 1st Avenue, Suite 300, Phoenix, Arizona 85003 at or before 12:00 p.m. Mountain Standard time, Friday, August 26, 2005. Late submittals **will not** be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name and the name of the project.

The SOQs will be opened publicly and the name of each Respondent submitting will be read at 12:01 p.m. on Friday, August 26, 2005 at the MAG offices, Suite 200, Palo Verde Room, 302 N. 1st Avenue, Phoenix, Arizona 85003.

SOQ EVALUATION AND SELECTION PROCESS

All SOQs will be evaluated by an evaluation team consisting of MAG staff and MAG member agency staff. Evaluation criteria include the following:

Your SOQ will be evaluated based upon your firm's approach to the project and the qualifications and experience of the firm and the project team. Your firm's preliminary schedule for completing the master plan, inclusive of required meetings, will also be a rating factor. A short list of firms may be selected to give presentations of their qualifications based upon the selection team's evaluations of the written SOQs. A firm will then be selected based upon the written SOQs and presentations. The presentations may not be required or allowed, at the sole discretion of MAG.

Please limit your SOQ to fifty (50) pages or less, including cover, cover letter, resumes, examples of prior projects completed and table of contents. Clearly labeled appendices should be attached.

It is requested that you respond to the following items in numerical order. Each SOQ will be evaluated according to the following criteria:

1. Prime firm's direct experience, and its existing staff experience, on projects of a similar nature, executed within the past five years, with appropriate client contacts for the referenced project or projects. Include budget and total cost information for past projects, along with planned and actual construction schedules.
2. Understanding and approach to the project, including a schedule for completion of the master plan, a discussion of major issues to be addressed and challenges to be overcome.
3. Experience and qualifications of named project team that will be assigned to this project, including subconsultant experience. Identify each team member's role in the projects identified and include a proposed organizational chart for the project, with responsibilities identified for team members.
4. Principal office location and local office work role. Identify each staff's home office and the percentage of the work to be performed at the local office.
5. Overall quality of SOQ in terms of schedule, experience, strength of team, presentation (if held) and approach.

The selection committee may consist of, but is not limited to, MAG staff, representatives for MAG and members of MAG.

Firms intending to submit an SOQ are hereby notified that MAG will make no reimbursements of any costs incurred prior to issuance of a formal "notice to proceed." MAG reserves the right to reject any and all SOQs and to resolicit or cancel this solicitation if deemed in the best interest of MAG.

Each firm submitting an SOQ is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. Respondents shall not offer any gratuities, favor, or anything of monetary value to any official or employee of the Maricopa Association of Governments for the purposes of influencing this selection. Any attempt by the respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
2. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to MAG for consideration in the selection process, shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
3. **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, in writing or by e-mail, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews, which will be held on Thursday, September 8, 2005 at 8:30 a.m. in the Cholla Room at the MAG offices. These interviews will relate less to the past experience and qualifications already detailed in the submittals than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
4. **INQUIRIES** – Please do not contact MAG during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
5. **CONTRACT NEGOTIATIONS** – The RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by MAG, a specific scope of work, fees, insurance coverage requirements and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project, MAG may make the inclusion of a "key persons" clause as part of the contract negotiations.
6. MAG reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; (5) reject any or all Respondents submitting qualifications, should it be deemed in MAG's best interest; and/or (6) issue a new RFQ for Phase II upon completion of Phase I.
7. The Executive Director shall negotiate compensation with the offeror determined to be most qualified and that, if a fair and reasonable compensation cannot be negotiated with that offeror, the Executive Director shall initiate negotiations with the next most qualified offeror.

ADMINISTRATIVE REQUIREMENTS

1. This Request for Qualifications is for a fixed fee contract.
2. During the course of the project, timely progress reports are required to be submitted and presented until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed, an estimated percent completion of project, current and cumulative costs, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next progress report. (See Appendix E for format).
3. MAG shall retain ten percent (10%) of the contract amount, until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the consultant's records may be required.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Comprehensive General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

APPENDIX A

ARIZONA ADMINISTRATIVE CODE R4-30-301

ARTICLE 3. REGULATORY PROVISIONS

R4-30-301. Rules of Professional Conduct

All registrants shall comply with the following rules of professional conduct:

1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with an application for registration, certification, or subpoena.
2. A registrant shall not engage in fraud, deceit, misrepresentation or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
3. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. § 13-2602, knowingly commit commercial bribery as proscribed in A.R.S. § 13-2605, or violate any federal statute concerning bribery.
4. A registrant shall comply with state, municipal, and county laws, codes, ordinances, and regulations pertaining to the registrant's area of practice.
5. A registrant shall not violate any state or federal criminal statute involving dishonesty, fraud, misrepresentation, embezzlement, theft, forgery, perjury, bribery, or breach of fiduciary duty, if the violation is reasonably related to the registrant's area of practice.
6. A registrant shall apply the technical knowledge and skill that would be applied by other qualified registrants who practice the same profession in the same area and at the same time.
7. A registrant shall not accept an assignment if the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.
8. A registrant shall not accept compensation for services related to the same project or professional engagement from more than one party without making full disclosure to all parties and obtaining the express written consent of all parties involved.
9. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
10. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods or services to any client or other person without full written disclosure to all parties.

11. If a registrant's professional judgment is overruled or not adhered to under circumstances where a serious threat to the public health, safety, or welfare may result, the registrant shall immediately notify the responsible party, appropriate building official, or agency, and the Board of the specific nature of the public threat.
12. If called upon or employed as an arbitrator to interpret contracts, to judge contract performance, or to perform any other arbitration duties, the registrant shall render decisions impartially and without bias to any party.
13. To the extent applicable to the professional engagement, a registrant shall conduct a land survey engagement in accordance with the April 12, 2001 Arizona Professional Lands Surveyors Association (APLS) Arizona Boundary Survey Minimum Standards, as adopted by the Board on June 15, 2001, the provisions of which are incorporated in this subsection by reference and on file with the Office of the Secretary of State. This incorporation by reference does not include any later amendments or editions.
14. A registrant shall comply with any subpoena issued by the Board or its designated administrative law judge.
15. A registrant shall update the registrant's address and telephone number of record with the Board within 30 days of the date of any change.
16. A registrant shall not sign, stamp, or seal any professional documents not prepared by the registrant or a bona fide employee.
17. Except as provided in subsections (18) and (19), a registrant shall not accept any professional engagement or assignment outside the registrant's professional registration category unless:
 - a. The registrant is qualified by education, technical knowledge, or experience to perform the work; and
 - b. The work is exempt under A.R.S. § 32-143.
18. A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which the registrant has demonstrated proficiency by registration but only if the registrant has the education, technical knowledge, or experience to perform such engagements or assignments.
19. Except as otherwise provided by law, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which the registrant is qualified by registration to perform and shall seal and sign only the work prepared by the registrant or by the registrant's bona fide employee.
20. A registrant who is designated as a responsible registrant shall be responsible for the firm or corporation. The Board may impose disciplinary action on the responsible registrant for any violation of Board statutes or rules that is committed by a non-registrant employee, firm, or corporation.

APPENDIX C

PROPOSER'S REGISTRATION FORM

**Maricopa Association of Governments Request for Qualifications –
Architectural/Engineering Services Related to a Regional Governmental Service Center**

PROPOSER'S REGISTRATION FORM

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects are required to be registered. Please complete this form and return it with your proposal.

If you have any questions about this registration form, please call the MAG Fiscal Services Manager, (602) 254-6300.

1. GENERAL INFORMATION:

Name of Firm: _____
Street Address: _____
City, State, ZIP _____
Mailing Address: _____
City, State, ZIP _____
Telephone Number _____
Fax Number: _____
E-mail address: _____
Web address: _____
Year firm was established _____

Check all that apply:

Is this firm a prime consultant? _____
Is this firm a subconsultant? _____ Identify specialty: _____
Is this firm a certified DBE? _____ If so, by whom? _____
Is this firm currently debarred? _____
Is this firm currently the subject of debarment proceeding? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$300,000
_____ \$300,000 - \$599,999
_____ \$600,000 - \$999,999
_____ \$1,000,000 - \$4,999,999
_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law. The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

Name, Title

Date

APPENDIX E

PROGRESS REPORT FORMAT

**Maricopa Association of Governments Request for Qualifications –
Architectural/Engineering Services Related to a Regional Governmental Service Center**

(Progress Report Format - SAMPLE)

(Consultant's Letterhead)
April 15, 2000

(MAG Project Manager)
Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, Arizona 85003

Re: Progress Report No. 3 and Invoice for the Period of March 2000

For Each Task, the consultant is to provide the percent of work completed to date, a narrative describing the work accomplished, data obtained, problems encountered, meetings held and reports and/or data produced. It is the responsibility of the consultant to document that the work accomplished for each task during the reporting period is commensurate with the amount of money billed for the task in the invoice.

The narrative describing the work accomplished should be of sufficient detail to enable the Project manager to clearly understand the progress on the task during the reporting period. Wherever possible, the consultant should submit along with the progress report appropriate documentation of work accomplished, such as partial or complete draft technical reports or working papers, etc.

TASK 1 - DATA COLLECTION

Percent of Work Completed: 100 percent.

Work Accomplished: A database in both hard copy and electronic format was developed and a methodology for keeping the database current was established.

Data Obtained: Information on the transportation facilities was secured for each of the facilities in the study area. The data included, but was not limited to: name, location, and current and historical traffic levels.

Meetings Held: The following meetings were held in connection with the data collection effort:

March 15, 2000, with the MAG project manager to review data collected for the facilities.

March 21, 2000, with the Advisory Committee to obtain input on the data collection process.

March 23, 2000, with MAG staff to review comments on preliminary database.

March 25, 2000, with the public and special interest groups to obtain input on the distribution of the database.

Reports or Data Produced: A database in electronic format was produced and provided to MAG staff on March 29, 2000.

TASK 2 - INVENTORY

Percent of Work Completed: 100 percent.

Work Accomplished: A facilities inventory was completed, and the data obtained in Task 1 were compiled into a Draft Inventory Technical Report for distribution to the Advisory Committee.

Data Obtained: See Task 1.

Meetings Held: The following meetings were held:

March 1, 2000, met with MAG staff to finalize the outline for the Inventory Technical Report.

March 10, 2000, met with the MAG project manager to obtain suggestions on methods for comparing facility information.

**Maricopa Association of Governments Request for Qualifications –
Architectural/Engineering Services Related to a Regional Governmental Service Center**

Reports or Data Produced: A draft Inventory Technical Report was produced and distributed to members of the Advisory Committee for review and comment.

TASK 3 - FORECASTS

Percent of Work Completed: 100 percent.

Work Accomplished: Forecasts of travel demand on inventoried facilities were prepared for 2000, 2010 and 2020. The forecasts were consistent with County control totals reviewed by the Advisory Committee last month. The forecasts included a breakdown by facility type.

Data Obtained: See Task 1.

Meetings Held: March 21, 2000, met with MAG staff to discuss comments on preliminary forecast results.

Reports or Data Produced: A draft forecasts report was produced and distributed to members of the Advisory Committee for review and comment.

TASK 4 - DEMAND/CAPACITY ANALYSIS AND FACILITY REQUIREMENTS

Percent of Work Completed: 60 percent.

Work Accomplished: An hourly capacity was computed for each of the inventoried facilities using the federal guidance provided by MAG staff.

Data Obtained: See Task 1.

Meetings Held: A meeting was held on March 25, 2000 to discuss the differences between the capacity calculations for this study versus previous studies.

Reports or Data Produced: None. However, a draft set of capacity estimates is enclosed documenting the assumptions and data input used to prepare the estimates.

TASK 5- ALTERNATIVES

Percent of Work Completed: 25 percent.

Work Accomplished: Other regional plans were examined to determine the type of alternatives that were used to meet future demand.

Data Obtained: Regional plans from San Diego, Los Angeles, Denver, Seattle Tucson and Chicago were collected.

Meetings Held: On March 18, 2000, a meeting was held with planners for the Pima Association of Governments to discuss alternatives.

Reports or Data Produced: None.

TASK 6 - EVALUATION OF ALTERNATIVES

Work on this task has not begun.

TASK 7 - RECOMMENDATIONS

Work on this task has not begun.

TASK 8 - IMPLEMENTATION

Work on this task has not begun.

Problems Encountered

Some of the capacity calculations prepared for the study were different from the capacity calculations used in previous studies. These differences were discussed and resolved at a meeting held with MAG staff on March 25, 2000.

**Maricopa Association of Governments Request for Qualifications –
Architectural/Engineering Services Related to a Regional Governmental Service Center**

Invoice: The enclosed invoice is for the third progress payment of \$17,679.20. The total amount billed to date is \$48,250.00.

Sincerely,

Project Manager Name
Project Manager Title

Enclosure

APPENDIX F

TAXPAYER ID FORM

**Maricopa Association of Governments Request for Qualifications –
Architectural/Engineering Services Related to a Regional Governmental Service Center**

**PAYER'S REQUEST FOR
TAXPAYER IDENTIFICATION NUMBER
AND PAYEE CERTIFICATION**

Name: _____

Address: _____

Employer Identification Number: _____

Social Security Number: _____

Please Circle One:

Corporation

Sole Proprietor

Partnership

Certification: Under penalty of perjury, I certify that:

- (1) The number shown is my correct taxpayer identification number and;
- (2) I have not been notified by the Internal Revenue Service that I am subject to backup withholding.

Signed

Date